

The below Purchase Card checklist represents a baseline of key program elements. Please note that it will be utilized as part of DLA HQ inspections of the purchase card program. You are encouraged to review it and utilize as appropriate to assist you in your Level 4 annual inspections. Please note this checklist is subject to change, and you are encouraged to check this site for future updates.				

PURCHASE CARD INSPECTION CHECKLIST				
	YES	NO	REFERENCE	COMMENTS
<u>ACTIVITY/ORGANIZATIONAL PROGRAM COORDINATOR INSPECTION</u>				
1. Does the AOPC have a record of training for each assigned cardholder/billing official?			DLAI 4105.3, E.1.f.(3)	
2. Upon review of the Activities training, does it adequately address the required DLAI elements?			DLAI 4105.3, E.1..f.(2)	
3. Do any cardholders have single purchase limits exceeding \$2500?			DLAI 4105.3, E.1.f.(4)	
3.a. If 3 is yes, did the cardholder complete Pur 101 or Con 101 (or approved equivalent)?			DLAI 4105.3, E.1.f.(4)	
4. Does the AOPC have a method of disseminating changes to policy to assigned cardholders?				
5. Is the AOPC conducting internal (annual) reviews and have evidence of such of their IMPAC program?			DLAI 4105.3, E. 4.e.	
6. Is there evidence of micropurchases where purchase card was not used?			DLAI 4105.3, E. 1.	
6.a. If 6 is "yes", was the required waiver obtained?			DLAI 4105.3, E. 1.	
<u>CARDHOLDER INSPECTION</u>				
1. Does cardholder believe they received adequate training on IMPAC utilization?				
2. Does cardholder believe that the activity should provide periodic refresher training?				
3. Is cardholder familiar with/utilizing mandatory sources?			DLAI 4105.3, E.1.c, DLAI 4105.3, E.2.a.(2)	
<u>CARDHOLDER INSPECTION (cont'd)</u>				
	YES	NO	REFERENCE	COMMENTS

4. Is there evidence of splitting requirements?			DLAI 4105.3, E.1.f.(2)(e), DLAI 4105.3, E.1.g.	
5. Does the cardholder distribute (rotate) purchases to qualified sources?			DLAI 4105.3, E.1.f.(2)(d), FAR 13.202(a)(1)	
6. Has anyone other than the cardholder used the card or account number to make purchases?			DLAI 4105.3, E.1.h.(1)	
7. Does the cardholder properly secure the card?			DLAI 4105.3,E.4.b.	
8. Is the cardholder maintaining a telephone purchase log?			DLAI 4105.3,E.3.b.(b)	
9. Does the cardholder verify & annotate receipt of items purchased?			DLAI 4105.3, E3.b.(4)	
10. When accountable property is purchased, are procedures outlined in DLAD 4160.9 followed?			DLAI 4105.3, E.h.(3)	
11. Is the cardholder date-stamping the receipt of the Statement of Account (SOA), reconciling, and forwarding to the Billing Official within 5 work days?			DLAI 4105.3, E.3.b.(2)(a), DLAI 4105.3, E.3.b.(3), DLAI 4105.3, E.3.b.(6)	
12. Does the cardholder have copies of supporting purchase documentation and is forwarding this documentation with the certified SOA?			DLAI 4105.3,E.3.b.(1), DLAI 4105.3,E.3.b.(3)	
13. Does the cardholder record and report Comprehensive Procurement Guideline (CPG) products?			DLAI 4105.3, E.3.b.(3)(f), DLAI 4105.3, E.3.b.(5)	
14. Has the cardholder limited purchases to transactions under their single purchase limit?			DLAI 4105.3, E.1.g.(1)	
CARDHOLDER INSPECTION	YES	NO	REFERENCE	COMMENTS
(cont'd)				
15. Does the total value of the cardholders purchases for any single month exceed their monthly cardholder limit?			DLAI 4105.3, E.1.g.(4)	

16. Is there evidence of the cardholder paying sales tax?			DLAI 4105.3.E.2.b.(3)(b)	
17. Are internal procedures adequate to ensure sufficient funding is available <u>prior to purchase</u> ?			DLAI 4105.3.E.3.a.(2)	
18. Is there evidence of unauthorized purchases or "uncoordinated" purchases that require prior coordination (i.e. HAZMAT)?			DLAI 4105.3.E.2.i.	
19. Was the card used as a purchase instrument over \$2,500 up to \$25,000? If yes, is evidence available of competition and DD 1057 reporting?			DFARS 213.301	
<u>BILLING OFFICIAL</u>				
<u>INSPECTION</u>				
1. Is the billing official date-stamping the receipt of the billing statement, reviewing, and forwarding to DFAS within 3 work days?			DLAI 4105.3, E.3.b.(2)(b), DLAI 4105.3, E.3.b.(7),(8)	
2. Is the billing official reviewing statements for unauthorized purchases?			DLAI 4105.3, E.3.b.(7)(b)	
3. Is the billing official adding the Certifying Officer statement to the billing statement?			DLAI 4105.3, E.3.b.(7)(b)	
4. Is the billing official retaining copies of statements?			DLAI 4105.3, E3.b.(7)(c)	

<u>BILLING OFFICIAL</u>	<u>YES</u>	<u>NO</u>	<u>REFERENCE</u>	<u>COMMENTS</u>
<u>INSPECTION</u>				
<u>(cont'd)</u>				
5. Does the billing official conduct periodic reviews to ensure each cardholder still has a valid need to retain a card?			DLAI 4105.3, E.3.b.(7)(d)	
6. Does the billing official have any > 30 days payment delinquencies?				
7. Is the billing official the same individual as the cardholder (<u>should not be</u>)?			DLAI 4105.3, D.4.	